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FORMATION RESOURCES INVENTORY CATALOG



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Prepared by DGAT and DGIM
in cooperation with DGCP and DPR
November 16, 1992

Pilot Project
In
Management of Government Information Holdings
Conducted In
DGCP and DPR

Industry Canada
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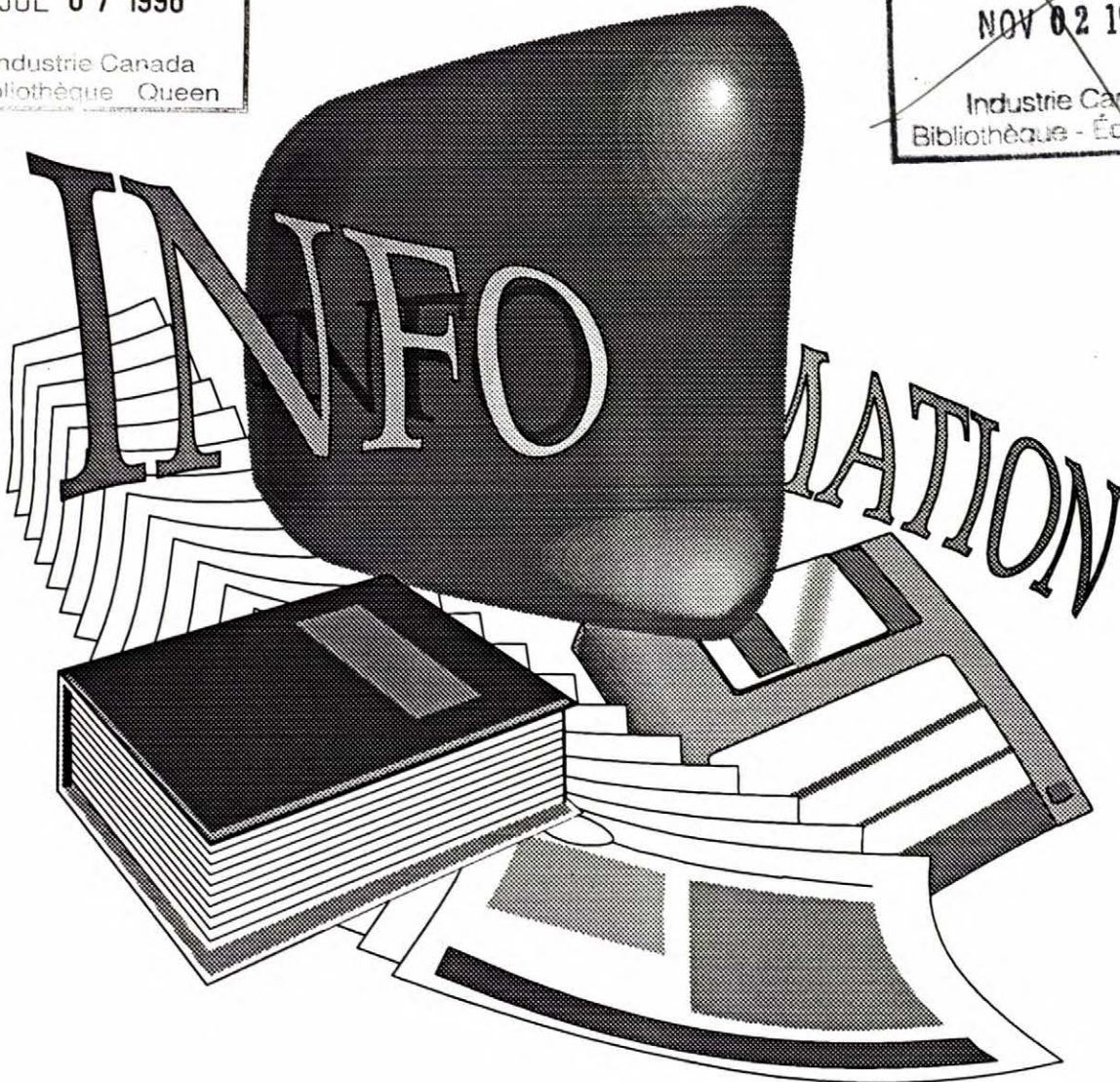
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In DGCP, **Bill Graham** who was part of the original team in early 1991 and who met several times with the actual team to share his experience, **Mary-Frances Laughton** for her important management role and her participation, **Deb Finn** and **Louise Campbell** who conducted the interviews within DGCP, and all **interviewees** for their time and cooperation.

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In DGAT, **Marc Bélanger** who struggled with the normalization of the information collected and the standardization of appropriate keywords for the subject, function and product indexes. Marc was also responsible for the catalog and cover page layouts.

Paul A. Duval
Business Planner
Informatics Management (DGIM)

FOREWORD

This catalog was produced under the general framework of the *Management of Government Information Holdings* policy and under the specific framework of a joint pilot project conducted by DGIM/Informatics Planning and DGAT.

As the production of information resource inventories is a fairly new trend with very few or no precedent in DOC, the methodology had to be set "in-house". The starting point was simply to ask people: "**What information do you depend on to do your work?**" Interviews were conducted in DPR and DGCP and a hundred and fourteen (114) questionnaires were filled.

This catalog begins with a set of indexes and they are identified by colored paper: **yellow** for Subjects; **pink** for Products; **blue** for Functions and **green** for Hardware/Software.

The best way to use this catalog is to search through the indexes for the desired subjects, products, functions, hardware or software. The related Information Resource Entities (IREs) are listed under each entry with their corresponding inventory page number.

The inventory section begins with a definition of each of the fields used in the description of the IREs. A glossary of the different acronyms used is provided in appendix.

The first step in the preparation of this catalog was to normalize all the information collected, define the properties of identified IREs and standardize the key words used as subjects, products and functions.

Foreword (cont'd)

Some IREs were identified by more than one person or organization and some IREs are used horizontally, throughout the Department, such as the *DOC Telephone Book*, *Library Services* and *Subscriptions*; these are related to a special unit called "All Organizations".

Along this process and out of the 114 questionnaires completed in DGCP and DPR, 60 IREs were retained and are documented in this catalog. It represents but the tip of the iceberg, yet we hope to pursue this endeavour as it will undoubtedly prove its usefulness in the future.

All the information in this catalog is contained in a database. We are aware of the fact that it would be more user-friendly to consult this database from your workstations rather than going through this catalog. It would also facilitate the maintenance of the inventory and this catalog would practically become useless. But at this point, it is not possible to access this database on a network environment.

If you have any comments or questions regarding this catalog, please feel free to contact Marc Bélanger (993-5475) or Paul Duval (990-4635) at DGIM/DCI (Fax.: 941-0977) or through the Banyan E-Mail.

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IRE DESCRIPTION

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IRE Name

Related organization: unit, directorate, section, branch using the resource.

Type: The resource is a service, a source or a system or a combination of these.

Mode: Automated, manual or a combination.

Status: Indicates if the resource is under development, inactive or phasing out. Not mentioned when operational.

Purpose: A short description of what the IRE consists of and what it provides.

Subjects: Major topics covered in or by the IRE.

Products: Outputs, services, reports etc.. delivered by the IRE, directly or indirectly.

Functions: Programs or functions supported by the IRE.

Availability: The scope of authorized users of the resource.

Confidentiality: Protection and security access level of the IRE.

Authority: Responsibility level for retention, disclosure, disposal etc.. of data contained in the IRE.

Beneficiaries: Internal and external users of the IRE.

Retrieval: Description of the method used for information retrieval.

Hardware: Specification and/or brand name of hardware used in the case of automated IREs

Software: Specification and/or brand name of software used in the case of automated IREs

Contact: Acronym of the related organization with fax and/or phone number.

ARCS

All organizations

Type: System
Mode: Automated

Purpose: A modular financial system using an SQL database. It provides access to authorized clients based on their profile. It allows reporting on O&M and salary budget, hard and soft commitments and expenditures.

Subjects: BUDGET / COMMITMENTS / EXPENDITURES / FINANCE / PROJECTS / SALARIES / SOB

**Products/
Services :** AUDIT REPORTS / BYOP / FINANCIAL REPORTS / MYOP / SUMMARIES

Functions: CONTROLLING / MANAGING / MONITORING / PLANNING

Availability: Communications Canada

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements; Financial Administration Act

Beneficiaries: Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups

Retrieval: Subject or Key Word; ID Number

Hardware: ENCORE MULTIMAX 520 / HONEYWELL-BULL CP6 / IBM COMPATIBLE / MODEM

Prog Language: C; COBOL

Contact: DGIM
Phone: 990-4390

BIX

DPP Strategic Planning

Type: Service
Mode: Automated

Purpose: A set of electronic conference topics on development in information technology.

Subjects: HYPERTEXT / SECURITY / TECHNOLOGY / TELECOMMUNICATIONS

Functions: RESEARCH & DEVELOPMENT

Availability: Worldwide

Confidentiality: General Availability

Authority: Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Canadian Business/Organization; Federal Institutions

Retrieval: Subject or Key Word

Hardware: Epson Equity + / MODEM

Software: Procomm Plus

Contact: DGCP/DPP,
Phone: 990-3545

Blisscom Survey Results

DPP Strategic Planning

Type: System/Source
Mode: Combination
Status: Inactive

Purpose: Database containing a list of names, addresses, cause of impairment, level of speech and reading, type of residence, use of augmentative communications, profile of computer use and contacts to identify the needs of speech impaired Canadians.

Subjects: DISABLED

**Products/
Services:** STUDIES

Functions: SOCIAL INTEGRATION

Availability: Authorized Users

Confidentiality: Confidential

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region; Designated Groups

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase III +

Prog Language: DBASE

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4297

CRC Library

CRC Institute

Type: Source/Service
Mode: Combination

Purpose: This information resource consists of 12,000 monographies, 350 subscriptions, CDROMs, electronic subscriptions (public databases). It provides the necessary information to support managerial decisions and departmental activities.

Subjects: BROADCASTING / EXTERNAL SERVICES / HARDWARE / INDUSTRIES / INFORMATICS / INVENTIONS / RESEARCH & DEVELOPMENT / SOFTWARE / TECHNOLOGY / TELECOMMUNICATIONS / TELESAT

**Products/
Services:** INDEXES / INVENTORY / PUBLICATIONS / STATUS REPORT

Functions: ADMINISTRATIVE SUPPORT / INFORMATION DISSEMINATION / MANAGING / PLANNING / RESEARCH & DEVELOPMENT

Availability: All Government

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: All Employees; International Business/Organizations; Canadian Business/ Organizations; General Public; Federal Institutions; Prov/Municipal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Account Name or Number; Date/Time

Hardware: IBM COMPATIBLE

Contact: CRC Institute
Phone: 998-2202

Career Information Centre

DPR Human Resources Planning & Development

Type: Source/Service
Mode: Manual

Purpose: A physical area containing all information on career development for all Public Service Employees. Information on competitions, career types, training, education, employee assistance and development etc..

Subjects: CAREER / COURSE / EMPLOYMENT EQUITY / TRAINING

**Products/
Services:** AGREEMENTS / CONTRACTS / EMPLOYEE SETTLEMENTS

Functions: CAREER ASSIGNMENT PROGRAM / CAREER PLANNING /
EMPLOYEE ASSISTANCE PROGRAM / EMPLOYMENT EQUITY
PROGRAM / HUMAN RESOURCES PLANNING / STAFFING /
TRAINING / WORK FORCE ADJUSTMENT PROGRAM

Availability: All Government

Confidentiality: General Availability

Authority: DGHR

Beneficiaries: All Employees; General Public; Canadian
Business/Organization; Federal Institutions

Retrieval: Subject or Key Word; Person/Place/*Thing*

**Contact:
Phone:** DGHR/DPR,
990-4538

Correspondence Tracking System (manual)

DPR Human Resources Planning & Development

Type: System
Mode: Manual

Purpose: Records of all incoming and outgoing mail in the branch. It provides reference document on all mail received or sent; it can be used as BF on deadlines to meet etc...

Subjects: CORRESPONDENCE / GUIDELINES

**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE CORRESPONDENCE
LOGS / LETTERS

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING

Availability: Authorized Users

Confidentiality: Protected

Authority: DPR

Beneficiaries: All Employees

Retrieval: Subject or Key Word; Date/Time

Contact: DGHR/DPR,
Phone: 990-4547

DAI File Index

DPP Strategic Planning

Type: System
Mode: Automated

Purpose: Housekeeping and operational files. It provides an historical record and management control.

Subjects: FINANCE / PERSON YEARS / PROJECTS

**Products/
Services :** INDEX

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING / PLANNING

Availability: Authorized Users

Confidentiality: Secret

Authority: Department of Communications Act; Treasury Board Policy, Procedures or Manuals; Department Policy, Procedures or Manuals

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs MIN; General Public

Retrieval: Subject or Key Word; ID Number; Date/Time

Hardware: IBM COMPATIBLE

Software: WP 5.1

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4316

DAI Files

DPP Strategic Planning

Type: System
Mode: Manual

Purpose: All DAI files and associated documentation. It provides info, planning assistance and reference material in support of DAI's activities.

Subjects: CORRESPONDENCE / FINANCE / INFORMATICS / PERSON YEARS / PROJECTS

Functions: ADMINISTRATIVE SUPPORT

Availability: Communications Canada

Confidentiality: General Availability, Protected; Confidential

Authority: Department of Communications Act; Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: All employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; Canadian Business/Organization; Federal Institutions

Retrieval: Subject or Key Word; ID Number

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 991-6827

DAI Financial System

DPP Strategic Planning

Type: System/Source
Mode: Combination

Purpose: Spreadsheet based financial system. It provides an accurate tracking of DAI financial situation**Subjects:** BUDGET / EXPENDITURES / FINANCE / PROJECTS / TRAVELS**Products/
Services:** BYOP / SPREADSHEETS / SUMMARIES**Functions:** ADMINISTRATIVE SUPPORT / CONTROLLING / MANAGING / MONITORING

Availability: Communications Canada**Confidentiality:** General Availability**Authority:** Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements**Beneficiaries:** Branch/Division; Sector/Region**Retrieval:** Subject or Key Word; ID Number**Hardware:** Epson Equity +**Software:** LOTUS 123 / BANYAN VINES**Contact:** DGCP,
Fax: 998-5923
Phone: 991-6827

DAI Mail Log

DGCP Communication Development & Planning

Type: System/Source
Mode: Combination

Purpose: Records of all incoming and outgoing mail in the branch. It provides accurate and up-to-date records of activities within the Informatics and Application Group.

Subjects: CORRESPONDENCE

**Products/
Services:** CORRESPONDENCE / CORRESPONDENCE LOGS

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING

Availability: Authorized Users

Confidentiality: Protected

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/dgS;
Designated Group; MIN; International Business/Organizations;
Canadian Business/Organizations; Federal Institutions;
Provincial/Municipal Institutions; Members of Parliament

Retrieval: Subject or Key Word; ID Number; Date/Time

Hardware: TRILLIUM 386

Software: DBase IV

Contact: DGCP/DPP

Fax: 998-5923

Phone: 991-6827

DGCP Financial System

DGCP Communication Development & Planning

Type: System/Source
Mode: Combination

Purpose: Spreadsheet based financial system. It provides an accurate tracking of DGCP financial situation.

Subjects: BUDGET / FINANCE / GRANTS & CONTRIBUTIONS / PERSON YEARS / POLICIES

Products/ Services: BYOP / MYOP / SPREADSHEETS / SUMMARIES

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING / MANAGING / MONITORING

Availability: Communications Canada

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; ID Number

Hardware: Epson Equity +

Software: LOTUS 123 / BANYAN VINES

Contact: DGCP,
Fax: 957-8839
Phone: 990-4288

DGCP Personnel Operations

DGCP Communication Development & Planning

Type: Service
Mode: Manual

Purpose: Training plans, classification and staffing information related to the preparation of annual appraisals. It provides information for Branch planning exercise including salary planning, promotion, training needs and current status of personnel in DGCP.

Subjects: EMPLOYEE APPRAISAL / EVALUATION / MOBILIZATION / PERSON YEARS / TRAINING

**Products/
Services:** EVALUATION REPORT / PERSONNEL REPORT / STATUS REPORT

Functions: HUMAN RESOURCES PLANNING / PLANNING / PREAP / STAFFING / TRAINING

Availability: Communications Canada

Confidentiality: Confidential

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements; PSC Regulations

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word

Contact: DGCP,
Fax: 957-8839
Phone: 990-4288

DOC Memoranda & Reports

DGCP Communication Development & Planning

Type: System/Source
Mode: Manual

Purpose: Administrative Policies and Programs, directives, requirements, regulations etc.. It provides for planning, publicity and promotion.**Subjects:** BRIEFS / DIRECTIVES / GUIDELINES / OPERATING PRINCIPLES / POLICIES**Products/
Services:** BYOP / PLANS**Functions:** MARKETING / PLANNING / REGIONAL ECONOMIC PROGRAM

Availability: Communications Canada**Confidentiality:** General Availability; Protected; Confidential**Authority:** Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative requirements**Beneficiaries:** Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; MIN; Federal Institutions**Retrieval:** Subject or Key Word; Person/Place/"Thing"**Contact:** DGCP,
Fax: 957-8839
Phone: 990-4599

DOC Telephone Book

All Organizations

Type: Source
Mode: Manual

Purpose: Alphabetical and organizational list containing telephone numbers of all employees in DOC. It also provides information on emergency numbers, title and location of employee with fax number and a bilingual organizational designators list, with indication as to whether or not voice messaging service is available.

Functions: ADMINISTRATIVE SUPPORT

Availability: Communications Canada

Confidentiality: General Availability

Authority: Administrative Requirements

Beneficiaries: All Employees

Retrieval: Subject or Key Word; Person/Place/"Thing"

Contact: ADMCM/DPAC

Fax: 954-6761

Phone: 990-7541

DPP Financial System

DPP Strategic Planning

Type: System/Source/Service
Mode: Combination

Purpose: Spreadsheet based financial system. It provides an accurate tracking of DPP financial situation.

Subjects: BUDGET / EXPENDITURES / FINANCE / PROJECTS / TRAVELS

**Products/
Services:** BYOP / SPREADSHEETS / SUMMARIES

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING / MANAGING / MONITORING

Availability: Communications Canada

Confidentially: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; ID Number

Hardware: OGIVAR 386

Software: LOTUS 123 / BANYAN VINES

Contact: DGCP/DPP,
Fax: 941-0178
Phone: 990-6456

DSS Standing Offer List

All Organizations

Type: Source
Mode: Manual

Purpose: A list of all accredited suppliers (of goods or services) for the Government of Canada. It provides for the acquisition of these services. (Automatization is under development in DOC).

Subjects: ACQUISITIONS / COURSE / EXTERNAL SERVICES / HARDWARE / INDUSTRIES / INFORMATICS / OFFICIAL LANGUAGES / PATENTS / SOFTWARE / TECHNOLOGY / TRAINING

**Products/
Services:** AGREEMENTS / CONTRACTS / COURSE CALENDAR

Functions: ADMINISTRATIVE SUPPORT / OFFICIAL LANGUAGES / TRAINING

Availability: Canada Wide

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals

Beneficiaries: All Employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Federal Institutions; General Public

Retrieval: Subject or Key Word; Person/Place/"Thing"

Contact: DGAT
Phone: 990-1912

DTP Files

DTP Research & Technology Policy

Type: System
Mode: Manual

Purpose: All DTP files and associate documentation. It provides info, planning assistance and reference material in support of DTP's activities.

Subjects: CABINET / CORRESPONDENCE / DIRECTIVES / EVALUATION / INDUSTRIES / OPERATING PRINCIPLES / POLICIES / PROJECTS / PS2000 PHILOSOPHY / RESEARCH & DEVELOPMENT / TRAVELS

**Products/
Services:** CORRESPONDENCE / GREEN PAPERS

Functions: ADMINISTRATIVE SUPPORT / MARKETING / RESEARCH & DEVELOPMENT

Availability: Communications Canada

Confidentiality: General Availability; Protected; Confidential

Authority: Department of Communications Act; Administrative Requirements ; Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals

Beneficiaries: All Employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; Canadian Business/Organization; Federal Institutions

Retrieval: Subject or Key Word; ID Number

Contact: DGCP/DTP,
Fax: 952-0566
Phone: 990-2000

DTP Financial System

DTP Research & Technology Policy

Type: System/Source
Mode: Combination

Purpose: Spreadsheet based financial system. It provides an accurate tracking of DTP financial situation.

Subjects: BUDGET / EXPENDITURES / FINANCE / PROJECTS / TRAVELS

**Products/
Services:** BYOP / SPREADSHEETS / SUMMARIES

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING / MANAGING / MONITORING

Availability: Communications Canada

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; ID Number

Hardware: Epson Equity +

Software: LOTUS 123 / BANYAN VINES

Contact: DGCP/DTP

Fax: 952-0566

Phone: 990-2000

DTP Financial Tracking System

DTP Research & Technology Policy

Type: System/Source
Mode: Combination

Purpose: A financial tracking system providing control on expenditures for a specific collator (1460 37 330) and its various projects.**Subjects:** EXPENDITURES / FINANCE / PROJECTS**Products/
Services:** AUDIT REPORTS / SPREADSHEETS / SUMMARIES**Functions:** CONTROLLING / MANAGING / MONITORING / PLANNING /
REGIONAL ECONOMIC PROGRAM / SPACE INDUSTRY
DEVELOPMENT PROGRAM

Availability: Authorized Users**Confidentiality:** General Availability**Authority:** Department of Communications Act**Beneficiaries:** Branch/Division; Designated Group**Retrieval:** ID Number**Hardware:** OGIVAR 386**Software:** LOTUS 123**Contact:** DGCP/DTP,
Fax: 990-4215
Phone: 990-4299

Database for PSC Training

DPR Human Resources Planning & Development

Type: System
Mode: Automated

Purpose: A database query system developed by a member of DPR. It contains information on courses, trainers and trainees, places, date, etc. for PSC courses at Carson centre and EX-SM training at Touraine.

Subjects: COURSE / COURSE EVALUATION / EXPENDITURES / MANDATORY TRAINING / TRAINING

Products/ Services: CONTRACTS / FINANCIAL REPORTS / MANAGEMENT COMPLEMENT LISTING / STATISTICAL REPORTS

Functions: ADMINISTER SECONDMENT / CAREER ASSISTANCE PROGRAM / PREAP / TRAINING

Availability: Communications Canada

Confidentiality: Protected

Authority: DPR

Beneficiaries: Branch/Division

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: Q&A

Prog Language: DBASE

Contact: DGHR/DPR,
Phone: 990-4575

Departmental Correspondence Requirements

All organizations

Type: Source
Mode: Manual

Purpose: Departmental guidelines for DGs, ADM and DM memos, letterhead, quality of paper, letters etc.. It ensures uniformity for correspondence in DOC.

Subjects: BRIEFS / CORRESPONDENCE / DIRECTIVES / GUIDELINES / OPERATING PRINCIPLES / POLICIES

**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE / LETTERS

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING

Availability: Communications Canada

Confidentiality: General Availability

Authority: ADMCM

Beneficiaries: DM/ADMs/ERDs/DGs; MIN

Contact: SADM

Fax:

Phone: 993-5073

Departmental Personnel Management System

DPR Human Resources Planning & Development

Type: System/Source/Service
Mode: Automated

Purpose: Automated system providing information on employees, government wide.

Subjects: COURSE / EVALUATION / MOBILIZATION / OFFICIAL LANGUAGES / PERSON YEARS

Products/ Services: FINANCIAL REPORTS / STATISTICAL REPORTS

Functions: ADMINISTER SECONDMEND / CAREER ASSISTANCE PROGRAM / CAREER PLANNING / CONTROLLING / HUMAN RESOURCES PLANNING / MANAGING / OFFICIAL LANGUAGES / PREAP / STAFFING / TRAINING

Availability: All Government

Confidentiality: Protected

Authority: DSS, PSC, TB

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Account Name or Number

Hardware: IBM COMPATIBLE / IBM MAINFRAME

Software: SIM

Contact: DGHR/DPR,
Phone: 998-5198

Dialog, Infomart & Infoglobe

DPP Strategic Planning

Type: Service
Mode: Automated

Purpose: Full text listings of newspapers, business directories, E-mail systems and non-newspaper news sources. It provides historical and background information for administrative operations policy decisions.

Subjects: BUSINESS / CLIENTS / DISABLED / TECHNOLOGY / TELECOMMUTING / VIDEOTEX

Functions: ADMINISTRATIVE SUPPORT / RESEARCH & DEVELOPMENT

Availability: Worldwide

Confidentiality: General Availability

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Date/Time

Hardware: IBM COMPATIBLE / MODEM

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4316

Disabled Issues Contact Database

DPP Strategic Planning

Type: System/Source
Mode: Automated
Status: Under development

Purpose: A database containing names, organization name and type, address, phone/fax, disability description, area of interest or specialisation, language, case-specific notes and date of last contact. It provides consultation contacts on various issues related to disabilities.

Subjects: DISABLED

**Products/
Services:** MAILING LISTS

Functions: HEALTH & SAFETY / SOCIAL INTEGRATION

Availability: Authorized Users

Confidentiality: General Availability

Authority: Departmental Policy, Procedures or Manuals; Administrative requirements

Beneficiaries: Designated Groups; General Public; Canadian Business/Organization; Federal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase IV

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4297

Disabled Strategy Secretariat

DPP Strategic Planning

Type: Service
Mode: Combination

Purpose: Meeting minutes, agendas, teleconference attendance, member's mailing list, audio-visual equipment inventory etc... It provides administrative support to the Committee on Communication for Persons with Disabilities.

Subjects: DISABLED

**Products/
Services:** DISCUSSION PAPERS / MINUTES

Functions: SOCIAL INTEGRATION

Availability: Communications Canada

Confidentiality: Secret

Authority: Departmental Policy, Procedures or Manuals; Administrative Requirements ; Treasury Board Policy, Procedures or Manuals; Copyright Act

Beneficiaries: All Employees; Branch/Division; Sector/Region DM/ADMs/ERDs/DGs; Designated Groups; MIN; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions; Members of Parliament

Retrieval: Subject or Key Word; ID Number; Date/Time

Hardware: TRILLIUM 386

Software: WP 5.1 / BANYAN VINES

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 991-6827

Executive Correspondence Secretariat

All Organizations

Type: System
Mode: Combination

Purpose: All incoming ministerial correspondence. It provides up-to-date info on all subjects related to the mandates of the Department of Communications.

Subjects: ALL SUBJECTS

**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE

Functions: BROADCASTING / COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT

Availability: Communications Canada

Confidentiality: Secret

Authority: Departmental Policy, Procedures or Manuals; Administrative requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; MIN; Federal Institutions; Prov/Municipal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Date/Time

Contact: SADM,
Phone: 993-5073

Federal Cabinet Documents

All Organizations

Type: Source
Mode: Manual

Purpose: Historical records of cabinet decisions. It provides info on programs, initiatives and other cabinet approved instruments.**Subjects:** CABINET / DIRECTIVES / EXPENDITURES / GUIDELINES / OPERATING PRINCIPLES / POLICIES**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE / TB SUBMISSIONS**Functions:** ECONOMIC DEVELOPMENT / REGIONAL ECONOMIC PROGRAM

Availability: Authorized Users**Confidentiality:** Secret**Authority:** Various Legislative Acts (DOC, Radio, Teleglobe, and Telesat Canada Acts); Treasury Board Policy, Procedures or Manuals**Beneficiaries:** DM/ADMs/ERDs/DGs; Designated Groups; MIN**Retrieval:** ID Number; Date/Time**Contact:** DGCP/DPP,
Fax: 990-4215
Phone: 990-4299

Federal Working Group and CCALS

DPP Strategic Planning

Type: Source / Service
Mode: Combination

Purpose: Federal department members providing information on government programs, policies and current activities in support of cultural development for Aboriginal people. It also provides consultation on approaches to develop new technology capabilities i.e.: Computer Coding for Aboriginal Language Syllabics (CCALS).

Subjects: ABORIGINALS / CULTURE / INFORMATICS / LANGUAGES / RESEARCH & DEVELOPMENT / STANDARDE / TECHNOLOGY / TELE-EDUCATION

Products/ Services: DISCUSSION PAPERS / MINUTES

Functions: COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT / INFORMATION DISSEMINATION / REGIONAL ECONOMIC PROGRAM / RESEARCH & DEVELOPMENT

Availability: Federal Government Departments; Authorized Users

Confidentiality: General Availability

Authority: Department of Communications Act

Beneficiaries: Designated Group; General Public

Retrieval: Subject or Key Word; Date / Time

Hardware: IBM COMPATIBLE

Software: BANYAN VINES

Contact: DGCP/DPP
Phone: 990-4297

H.R. Policies and Manuals

DPR Human Resources Planning & Development

Type: Source
Mode: Manual

Purpose: Information on policies and directives used as action guidelines and as tool for establishing operational framework.

Subjects: DESIGNATED GROUPS / DIRECTIVES / GUIDELINES / OPERATING PRINCIPLES / POLICIES / PS2000 PHILOSOPHY

**Products/
Services:** BRIEFING NOTES / EEP REPORT / PS2000 REPORTS / SPEECHES

Functions: EMPLOYEE ASSISTANCE PROGRAM / EMPLOYMENT EQUITY PROGRAM / HEALTH AND SAFETY / HUMAN RESOURCES PLANNING / STAFF RELATIONS / WORK FORCE ADJUSTMENT PROGRAM

Availability: Communications Canada

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Department of Communications Act

Beneficiaries: All Employees; Federal Institutions

Contact: DGHR/DPR,
Fax:
Phone:

IRAP-M Database

Technology Transfer Office

Type: System
Mode: Automated
Status: Under Development

Purpose: Info on technology, project manager's name, technology advisor's names/city/province, dates of assessment, travel costs. It provides coordination, financial tracking of costs per assessment number of proposals (statistics) and historical overview.

Subjects: EXPENDITURES / FINANCE / INDUSTRIES / PROJECTS / TECHNOLOGY / TRAVELS

**Products/
Services:** STATUS REPORT

Functions: MANAGING

Availability: Authorized Users

Confidentiality: Protected

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase IV

Prog Language: DBASE

Contact: CRC Inst./Corp. Dev./TTO,
Fax: 998-3185
Phone: 998-2321

IRAP-R Database

Technology Transfer Office

Type: System
Mode: Automated
Status: Under Development

Purpose: Info on technology description, company name, project amount, scientific authority, project's manager's name and status of project. It provides history of the project to date.

Subjects: BUSINESS / EXPENDITURES / FINANCE / INDUSTRIES / PROJECTS / TECHNOLOGY

**Products/
Services:** STATUS REPORT

Functions: MANAGING / RESEARCH & DEVELOPMENT

Availability: Authorized Users

Confidentiality: Protected

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase IV

Prog Language: DBASE

Contact: CRC Inst./Corp. Dev./TTO,
Fax: 998-3185
Phone: 991-3313

IWGDIS Database

DPP Strategic Planning

Type: System/Source
Mode: Automated

Purpose: Coordinates of various organizations (tel. number, address etc..) language of correspondence, conference attendance logs, requests for proceedings and record-specific notes. It provides stats and info on people interested in Interdepartmental Working Group on Database Industry Support and case-specific mailing lists.

Subjects: BUSINESS / INDUSTRIES / PARTNERSHIP

Products/ Services: CORRESPONDENCE / MAILING LISTS

Functions: MARKETING / RESEARCH & DEVELOPMENT

Availability: Canada Wide

Confidentiality: General Availability

Authority: Administrative Requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase IV

Prog Language: DBASE

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4316

IWGDIS Secretariat

DPP Strategic Planning

Type: Service
Mode: Combination

Purpose: General administrative and secretarial related tasks. It provides support to the Interdepartmental Working Group on Database Industry Support.

Subjects: INDUSTRIES / INFORMATICS

**Products/
Services:** MAILING LISTS / MINUTES

Functions: RESEARCH & DEVELOPMENT

Availability: All Government

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals

Beneficiaries: Branch/Division; International Business/Organizations;
Canadian Business/Organization; Federal Institutions;
Prov/Municipal Institutions; Members of Parliament

Retrieval: Subject or Key Word; ID Number; Date/Time

Hardware: TRILLIUM 386

Software: WP 5.1 / BANYAN VINES

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 991-6827

Intellectual Property Information System

Technology Transfer Office

Type: System
Mode: Combination
Status: Under Development

Purpose: Licence agreements conditions, patent agreements, inventor's name, invoices, revenues, royalties, associated directorate, projects, licencees, patent agents etc.. It provides parameters (BF, termination dates) on agreements, payments and inventor's revenues.

Subjects: INVENTIONS / INVENTORS / LICENCES / PATENTS / PROOF OF CONCEPT / ROYALTIES

**Products/
Services:** MAINTENANCE REPORT / REVENUE REPORTS / ROYALTY REPORTS

Functions: CONTROLLING / MANAGING / MONITORING

Availability: Authorized Users

Confidentiality: Confidential

Authority: Administrative Requirements

Beneficiaries: Branch/Division

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: DBase IV

Prog Language: DBASE

Contact: CRC Inst./Corp. Dev./TTO,
Fax: 998-3185
Phone: 998-2321

Intellectual Property Secretariat

DTP Research & Technology Policy

Type: System/Source
Mode: Manual

Purpose: Info relating to Intellectual Property policies in DOC and other departments (reports, minute, position papers etc..) It provides guidelines and background info for Intellectual property management and policies.**Subjects:** BUSINESS / DIRECTIVES / GUIDELINES / INDUSTRIES / INVENTIONS / INVENTORS / PROOF OF CONCEPT**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE / POLICY PAPERS / STUDIES**Functions:** CONTROLLING

Availability: All Government**Confidentiality:** Confidential**Authority:** ISTC Science and Technology Policy; Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Copyright Act**Beneficiaries:** Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs
Designated Groups; International Business/Organizations;
Canadian Business/Organization; Federal Institutions**Contact:** DGCP/DTP,
Fax: 952-0566
Phone: 990-9233

Internet

DPP Strategic Planning

Type: System/Source/Service
Mode: Automated

Purpose: An electronic bulletin board containing info on technology updates (EDI, social and health issues vs computers etc..).

Subjects: BUSINESS / CULTURE / INDUSTRIES / SOCIETY / STUDIES / TECHNOLOGY / TELECOMMUTING / VIDEOTEX

**Products/
Services:** POLICY PAPERS

Functions: RESEARCH & DEVELOPMENT / INFORMATION DISSEMINATION

Availability: Worldwide

Confidentiality: General Availability

Authority: Administrative Requirements ; Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; Federal Institutions

Retrieval: Subject or Key Word

Contact: DGCP/DPP,
Fax: 941-0178
Phone: 990-3545

LINK

DPP Strategic Planning

Type: Service
Mode: Manual

Purpose: Reports, newsletters, briefing extracts, studies and a consulting service. It provides qualitative and statistical info on the development and growth of the electronic information industries in Canada and the U.S.

Subjects: BUSINESS / HARDWARE / INDUSTRIES / INFORMATICS / NETWORKS / SOFTWARE / TECHNOLOGY

**Products/
Services:** INDEXES

Functions: COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT / PLANNING

Availability: Worldwide

Confidentiality: General Availability

Authority: Administrative requirements

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; MIN; Canadian Business/Organization

Retrieval: Subject or Key Word; ID Number

Contact: DGCP/DPP,
Fax: 998-5923
Phone: 990-4316

Library Services

All Organizations

Type: Source/Service
Mode: Combination

Purpose: This Information resource consists of 20,000 monographies, 800 subscriptions, audio and video cassettes, microfiches, CDROMs, electronic subscriptions (public databases). It provides the necessary information to support managerial decisions and departmental activities.

Subjects: ALL SUBJECTS

**Products/
Services:** INDEXES / INVENTORY / PUBLICATIONS / STATUS REPORT

Functions: ADMINISTRATIVE SUPPORT / INFORMATION DISSEMINATION /
MANAGING / PLANNING / RESEARCH & DEVELOPMENT

Availability: Worldwide

Confidentiality: General Availability

Authority: Treasury Board Policy, Manuals or Manuals ; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: All Employees; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Account Name or Number; Date/Time

Hardware: IBM COMPATIBLE

Software: BANYAN VINES

Contact: DGAT/LIBRARY,
Fax: 990-7016
Phone: 990-4940

Ministerial Correspondence Registry

DGCP Communication Development & Planning

Type: System
Mode: Manual

Purpose: Records of all incoming and outgoing mail in the branch. It provides reference document on all mail received or sent; it can be used as BF on deadlines to meet etc...

Subjects: CORRESPONDENCE / GUIDELINES

**Products/
Services:** BRIEFING NOTES / CORRESPONDENCE / CORRESPONDENCE
LOGS / LETTERS

Functions: ADMINISTRATIVE SUPPORT / CONTROLLING / MONITORING

Availability: Authorized Users

Confidentiality: General Availability

Authority: Administrative Requirements

Beneficiaries: Branch/Division

Retrieval: Subject or Key Word; Date/Time

Contact: DGCP,
Fax: 957-8839
Phone: 990-4295

Miscellaneous Reference Document

All Organizations

Type: Source
Mode: Manual

Purpose: Dictionaries, grammars, hardware and software tutorials and user's guide. It provides help and reference for the preparation and revision of written documents or for the operation of computers, peripherals and softwares.**Subjects:** DIRECTIVES / GUIDELINES / HARDWARE / LANGUAGES / OFFICIAL LANGUAGES / SOFTWARE**Products/
Services :** TRANSLATED DOCUMENTS**Functions:** ADMINISTRATIVE SUPPORT

Availability: Communications Canada**Confidentiality:** General Availability**Authority:** Departmental policy, Procedures or Manuals; Administrative requirements**Beneficiaries:** All Employees; Federal Institutions

Mobilization Displacement Information DB

DPR Human Resources Planning & Development

Type: System
Mode: Combination

Purpose: A Q&A database and a manual filing system as backup containing the inventory of all mobility of personnel in DOC. The manual filing system provides all written documentation regarding mobility of personnel.

Subjects: MOBILIZATION / PERSON YEARS

**Products/
Services:** EMPLOYEE SETTLEMENTS / MANAGEMENT COMPLEMENT LISTING / NEWSLETTER

Functions: ADMINISTER SECONDMENT / CAREER ASSISTANCE PROGRAM / CAREER PLANNING / CONTROLLING / HUMAN RESOURCES PLANNING / PREAP / STAFFING

Availability: Communications Canada

Confidentiality: Protected

Authority: DPR

Beneficiaries: All Employees

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: Q&A

Prog Language: DBASE

Contact: DGHR/DPR,

Fax:

Phone: 990-4575

NCR - Financial Information System

All Organizations

Type: System/Source
Mode: Automated
Status: Phasing Out

Purpose: An automated system used for budgeting, controlling and reporting financial information. It provides history on financial transactions related to specific budgets.

Subjects: BUDGET / EXPENDITURES / FINANCE / GRANTS & CONTRIBUTIONS

Products/ Services: AMR / FINANCIAL REPORTS / STATISTICAL REPORTS

Functions: CONTROLLING / MANAGING / PLANNING / MONITORING

Availability: Federal Government Departments

Confidentiality: Protected

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: All employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Group; MIN

Retrieval: Subject or Key Word; ID Number

Hardware: HONEYWELL-BULL CP6 / IBM COMPATILE

Software: VIP

Contact: ADMCM
Phone: 990-4649

NMCS

All Organizations

Type: System/Source
Mode: Automated
Status: Phasing Out

Purpose: An inventory of materiel: serial and asset number, item description, distribution account number, quantities and values associated to each item. It provides listings of materiel identified as part of a specific inventory.

Subjects: ACQUISITIONS

**Products/
Services:** INVENTORY

Functions: CONTROLLING / MONITORING / PLANNING

Availability: Communications Canada

Confidentiality: Protected

Authority: Treasury Board Policy, Procedures or Manuals

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs

Retrieval: Person/Place/"Thing"; ID Number

Hardware: HONEYWELL-BULL CP6 / IBM COMPATIBLE

Software: VIP

Contact: DGAT
Phone: 990-1923

Official Languages Information System

DPR Human Resources Planning & Development

Type: System/Source/Service
Mode: Automated

Purpose: An automated system providing information on all employees in the public sector regarding official languages.

Subjects: COURSE / EVALUATION / MOBILIZATION / OFFICIAL LANGUAGES / PERSON YEARS / STATISTICS / TRAINING

Products/ Services: FINANCIAL REPORTS / STATISTICAL REPORTS

Functions: ADMINISTER SECONDMENT / CONTROLLING / HUMAN RESOURCES PLANNING / MANAGING / OFFICIAL LANGUAGES / PREAP / STAFFING / TRAINING

Availability: All Government

Confidentiality: Protected

Authority: DSS, PSC, TB

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; Person/Place/"Thing" ; ID Number; Account Name or Number

Hardware: IBM COMPATIBLE / IBM MAINFRAME

Software: SIM

Contact: DLRR
Phone: 990-4523

Official Languages Training Module

DPR Human Resources Planning & Development

Type: System/Source/Service
Mode: Automated

Purpose: An automated system providing information on language training at the PSC level.

Subjects: COURSE / EVALUATION / MOBILIZATION / OFFICIAL LANGUAGES / PERSON YEARS / STATISTICS

Functions: ADMINISTER SECONDMENT / CONTROLLING / HUMAN RESOURCES PLANNING / MANAGING / OFFICIAL LANGUAGES

Availability: All Government

Confidentiality: Protected

Authority: PSC

Beneficiaries: Branch/Division; Sector/Region

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Account Name or Number

Hardware: IBM COMPATIBLE / IBM MAINFRAME

Software: SIM

Contact: DLRR
Phone: 990-4523

Operational Documents

Business Development

Type: Source
Mode: Combination

Purpose: Memorandas of understanding, loan agreements, contracts, chronologies of events pertaining to each projects etc.. It provides quick reference and an audit trail for specific projects.

Subjects: BUDGET / PROJECTS

**Products/
Services:** AGREEMENTS / CONTRACTS

Functions: ADMINISTRATIVE SUPPORT

Availability: Worldwide

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative requirements; Various legislative acts

Beneficiaries: All Employees; Branch/Division; Sector/Region General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions

Retrieval: Person/Place/"Thing"; Date/Time

Hardware: BANYAN VINES / OGIVAR 386

Contact: CRC Inst./Corp. Dev./Bus. Dev.,
Fax: 998-5923
Phone: 998-2410

Personnel Service Request

All Organizations

Type: Source
Mode: Manual

Purpose: Classification and staffing info, position, responsible manager, contract number, updates or new positions, promotion, union and labour questions, security clearance etc.. It provides tools for staffing, training, mobilization, personnel development etc..

Subjects: EVALUATION / MANDATORY TRAINING / MOBILIZATION / OFFICIAL LANGUAGES / PERSON YEARS / SECURITY

**Products/
Services:** PERSONNEL REPORTS

Functions: ADMINISTER SECONDMENT / ADMINISTRATIVE SUPPORT / CAREER ASSISTANCE PROGRAM / EMPLOYEE ASSISTANCE PROGRAM / EMPLOYMENT EQUITY PROGRAM / HUMAN RESOURCES PLANNING / OFFICIAL LANGUAGES / PREAP / STAFFING / TRAINING / WORK FORCE ADJUSTMENT PROGRAM

Availability: All Government; Communications Canada

Confidentiality: Confidential

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements; Public Service Employment Act

Beneficiaries: All Employees; Federal Institutions

Retrieval: Subject or Key Word

Policy Papers

DPP Strategic Planning

Type: Source
Mode: Combination
Status: Under Development

Purpose: Policy papers from throughout the sector, discussion papers (at various levels), TB submissions, memoranda etc.. It provides advice to senior management in government and are used for future reference.

Subjects: SOCIETY / SPECTRUM / TELECOMMUNICATIONS

Functions: PLANNING / SPECTRUM MANAGEMENT

Availability: Federal Government Departments

Confidentiality: Secret

Authority: Treasury Board Policy, Procedures or Manuals; Various legislative acts; Departmental Policy, Procedures or Manuals

Beneficiaries: Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs
Designated Groups; MIN; International Business/Organizations
Canadian Business/Organization; Federal Institutions

Contact: DGCP/DPP,
Fax: 941-0178
Phone: 993-7882

Professional or Business Contacts

All Organizations

Type: Source
Mode: Manual

Purpose: Professional or business contacts are a major source of information in all aspects of work. They allow us to assess, validate, broaden, evaluate, share, advise, consult, guide, exchange, analyse, decide, promote, etc..

Subjects: ALL SUBJECTS

**Products/
Services:** AGREEMENTS / CONTRACTS / DISCUSSION PAPERS /
PERSONAL CONTACT DIRECTORY

Functions: ALL FUNCTIONS

Availability: Worldwide

Confidentiality: General Availability

Beneficiaries: All Employees; Branch/Division; Sector/Region
DM/ADMs/ERDs/DGs; Designated Groups; MIN; International
Business/Organizations; General Public; Canadian
Business/Organization; Federal Institutions; Prov/Municipal
Institutions; Members of Parliament

R&D Stats and Reports

DTP Research & Technology Policy

Type: System/Source
Mode: Combination

Purpose: Various reports on the status of Research and Development in the telecommunications. International comparisons, statistics, publications, subscriptions etc.. It provides for analysis, industry profiles and trends, policies etc..**Subjects:** INDUSTRIES / PARTNERSHIP / POLICIES / RESEARCH & DEVELOPMENT / STATISTICS / TECHNOLOGY / TELECOMMUNICATIONS / TRENDS**Products/ Services:** BRIEFING NOTES / STATISTICAL REPORTS / STATUS REPORT**Functions:** ECONOMIC DEVELOPMENT / PLANNING / RESEARCH & DEVELOPMENT

Availability: Canada Wide**Confidentiality:** General Availability**Authority:** Departmental Policy, Procedures or Manuals**Beneficiaries:** Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions**Retrieval:** Subject or Key Word; ID Number**Hardware:** DELL 386**Software:** WP 5.1**Contact:** DGCP/DTP,
Fax: 952-0566
Phone: 990-0274

Recruitment Sources

DPR Human Resources Planning & Development

Type: System
Mode: Automated

Purpose: An inventory system using the Q&A software. It contains information on Human Resources outside of DOC or Public Service.

Subjects: CAREER / DESIGNATED GROUPS / EQUITY

Products/ Services: CONTRACTS / EEP REPORT / EMPLOYEE SETTLEMENTS / EQUITY REP. STAT. REPORT

Functions: EMPLOYMENT EQUITY PROGRAM / HUMAN RESOURCES PLANNING / STAFFING / WORK FORCE ADJUSTMENT PROGRAM

Availability: Authorized users

Confidentiality: Protected

Authority: DPR

Beneficiaries: Designated Groups; General Public Canadian; Business/Organization; Federal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: Q&A

Prog Language: DBASE

Contact: DGHR/DPR,
Phone: 990-4546

Regional Economic Development Files

DPP Strategic Planning

Type: System
Mode: Combination

Purpose: Fiscal and archival info concerning economic development positions in Canada relating to departmental and regional programs. It provides background info for recommendations, records of advice/briefing notes, retrieval and historics.

Subjects: BRIEFS / BUDGET / EVALUATION / EXPENDITURES / GRANTS & CONTRIBUTIONS / INDUSTRIES / POLICIES / SPEECHES / TECHNOLOGY

**Products/
Services:** AUDIT REPORT / STATUS REPORT

Functions: REGIONAL ECONOMIC PROGRAM / SPACE INDUSTRY DEVELOPMENT PROGRAM

Availability: Authorized Users

Confidentiality: General Availability; Protected; Confidential

Authority: Telesat Canada Act; Department of Communications Act; Administrative Requirements

Beneficiaries: All Employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; MIN; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions; Members of Parliament

Retrieval: ID Number

Hardware: OGIVAR 386

Contact: DGCP/DPP,
Fax: 990-4215
Phone: 990-4299

Senior Executive Network

All Organizations

Type: System
Mode: Automated

Purpose: An interministerial electronic network allowing senior executives to share various news items. It provides news on information technology, development applications and impacts.

Subjects: INFORMATICS / PARTNERSHIP / TECHNOLOGY

**Products/
Services:** BRIEFING NOTES / SUMMARIES

Functions: ADMINISTRATIVE SUPPORT / INFORMATION DISSEMINATION

Availability: Authorized Users

Confidentiality: Protected; Confidential

Authority: Departmental Policy, Procedures or Manuals; Administrative requirements

Beneficiaries: DM/ADMs/ERDs/DGs; MIN

Retrieval: Subject or Key Word; ID Number

Hardware: IBM COMPATIBLE / MODEM

Software: SEN

Contact: ADMRS/MSEN
Phone: 990-8664

Statistical Manual System

DPR Human Resources Planning & Development

Type: System
Mode: Manual

Purpose: A set of statistical reports, manually updated and maintained.

Subjects: BUDGET / EXPENDITURES / FINANCE

**Products/
Services:** STATISTICAL REPORTS

Functions: CONTROLLING / MANAGING / PLANNING

Availability: Communications Canada

Confidentiality: General Availability

Authority: DPR

Beneficiaries: All Employees

Contact: DGHR/DPR,

Subscriptions

All Organizations

Type: Source/Service
Mode: Combination

Purpose: Newspapers, magazines, reports, public databases, press clippings etc.. It provides information in various ways to the subscribers of the service.

Subjects: BROADCASTING / DISABLED / EXTERNAL SERVICES / INDUSTRIES / INFORMATICS / MUSEUMS / RESEARCH & DEVELOPMENT / TELECOMMUNICATIONS / TELESAT

Functions: ADMINISTRATIVE SUPPORT / INFORMATION DISSEMINATION / MANAGING / PLANNING / RESEARCH & DEVELOPMENT

Availability: Worldwide

Confidentiality: General Availability

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements

Beneficiaries: All Employees; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions; Prov/Municipal Institutions

Retrieval: Subject or Key Word; Person/Place/"Thing"; ID Number; Account Name or Number; Date/Time

Hardware: IBM COMPATIBLE / MODEM

Contact: DGAT/LIBRARY,
Fax: 990-7016
Phone: 990-4940

TTO Financial Tracking System

Technology Transfer Office

Type: System
Mode: Combination
Status: Under Development

Purpose: Financial transactions and expenditures, invoice amounts and dates, royalty payments. It provides summaries of revenue, royalty and expenditures in travel and purchase of goods and services. It enables comparison of economic performance between fiscal years.

Subjects: BUDGET / EXPENDITURES / FINANCE / INVENTIONS / INVENTORS / PATENTS / ROYALTIES / TRAVELS

Products/ Services: REVENUE REPORTS / ROYALTY REPORTS / SPREADSHEETS / STATUS REPORT / SUMMARIES

Functions: CONTROLLING / MANAGING / MONITORING

Availability: Communications Canada

Confidentiality: Confidential

Authority: Treasury Board Policy, Procedures or Manuals; Departmental Policy, Procedures or Manuals; Administrative Requirements; Public Service Inventions Act (24 C (1))

Beneficiaries: Branch/Division; Sector/Region

Retrieval: ID Number

Hardware: IBM COMPATIBLE

Software: LOTUS 123

Contact: CRC Inst./Corp. Dev./TTO
Fax: 999-3185
Phone: 998-2321

Technology Opportunities Database

Technology Transfer Office

Type: Source
Mode: Combination

Purpose: Database containing all relevant info on technologies developed by DOC: invention and inventor's name, potential applications, patent info, security aspect etc..**Subjects:** INVENTIONS / INVENTORS / PATENTS / TECHNOLOGY**Functions:** MARKETING

Availability: Worldwide**Confidentiality:** General Availability**Authority:** Administrative Requirements; Treasury Board Policy, Procedures or Manuals**Beneficiaries:** Sector/Region; DM/ADMs/ERDs/DGs; International Business/Organizations; General Public; Canadian Business/Organization; Federal Institutions**Retrieval:** Subject or Key Word; Person/Place/"Thing"**Hardware:** MACINTOSH APPLE / IBM COMPATIBLE / MODEM**Software:** DBase IV**Prog Language:** DBASE**Contact:** CRC Inst./Corp. Dev./TTO;
Fax: 998-3185
Phone: 990-4267

Training Database (Q&A)

DPR Human Resources Planning & Development

Type: System
Mode: Automated

Purpose: A database query system developed by a member of DPR. It contains information on courses, trainers and trainees, places, date, etc.

Subjects: COURSE / COURSE EVALUATION / EXPENDITURES / OFFICIAL LANGUAGES / TRAINING

Products/ Services: CONTRACTS / COURSE CALENDAR / FINANCIAL REPORTS / LETTERS

Functions: CONTROLLING / MANAGING / OFFICIAL LANGUAGES / PREAP / TRAINING

Availability: Communications Canada

Confidentiality: Protected

Authority: DPR

Beneficiaries: Branch/Division

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: Q&A

Prog Language: DBASE

Contact: DGHR/DPR,
Phone: 990-4531

Training Information System

DPR Human Resources Planning & Development

Type: System
Mode: Automated

Purpose: An automated system that contains and delivers information based on the PREAP, Training Plan and Training Application forms.

Subjects: COURSE / COURSE EVALUATION / EMPLOYEE APPRAISAL / EVALUATION / MANDATORY TRAINING / OFFICIAL LANGUAGES / TRAINING

**Products/
Services:** FINANCIAL REPORTS / STATISTICAL REPORTS

Functions: CAREER PLANNING / HUMAN RESOURCES PLANNING / OFFICIAL LANGUAGES / PREAP / STAFFING / TRAINING

Availability: Communications Canada

Confidentiality: Protected

Authority: DPR

Beneficiaries: Branch/Division

Retrieval: Subject or Key Word; Person/Place/"Thing"

Hardware: IBM COMPATIBLE

Software: FOCUS

Contact: DGHR/DPR,
Phone: 990-4558

Translation Services

All Organizations

Type: Service
Mode: Combination

Purpose: A service providing professional services for the translation and revision of documents.

Subjects: OFFICIAL LANGUAGES

**Products/
Services:** TRANSLATED DOCUMENTS

Functions: ADMINISTRATIVE SUPPORT / OFFICIAL LANGUAGES

Availability: Communications Canada

Confidentiality: General Availability

Authority: Administrative requirements; Departmental Policy, Procedures or Manuals

Beneficiaries: All Employees; Branch/Division; Sector/Region; DM/ADMs/ERDs/DGs; Designated Groups; MIN

Hardware: IBM COMPATIBLE

Software: WP 5.1

Contact: TRA,
Fax: 952-7534
Phone: 995-2244

GLOSSARY

ADM	Assistant Deputy Minister
ADMCM	Assistant Deputy Minister, Corporate Management
ADMPM	Assistant Deputy Minister, Policy Management
ADMRS	Assistant Deputy Minister, Research and Spectrum
AMR	Annual Management Report
ARCS	Allotment Recording and Controlling System
BYOP	Budget Year Operational Plan
CP6	Honeywell Bull's Operating System
CRC	Communication Research Centre
DAI	Director, Informatics & Social Applications
DGAT	Director General, Administrative and Technical Services
DGCP	Director General, Communications Development and Planning
DGHR	Director General, Human Resources
DGIR	Director General, International Relations
DG	Director General
DM	Deputy Minister
DMS	Director, Technical Marketing and Economic Development
DOC	Department of Communications
DPP	Director, Strategic Planning
DPR	Director, Human Resources Planning and Development
DSS	Department of Supplies and Services
DTP	Director, Research and Technology Policy
EAP	Employee Assistance Program
EEP	Employment Equity Program
ERD	Executive Regional Director
H.R.	Human Resources
IBM	International Business Machines
IRAP-M	Industrial Research Assistance Program - Medium size proposals
IRAP-R	Industrial Research Assistance Program - Research
IRE	Information Resource Entity
IWGDIS	Interdepartmental Working Group on Database Industry Support
MIN	Minister
MYOP	Multi Year Operational Plan
NCR-FIS	National Capital Region - Financial Information System
NMCS	National Material Control System
NNBAP	Northern Native Broadcast Access Program
O&M	Operations and Maintenance
PREAP	Performance Review and Employee Appraisal Program
PS2000	Public Service 2000
PSC	Public Service Canada
Q&A	Questions and Answers (software)
R&D	Research and Development
SIDP	Space Industry Development Program
SOB	Single Operating Budget
SQL	Sequential Query Language
TB	Treasury Board
TRA	Director, Translation Services
TTO	Technical Transfer Office
WP 5.1	WordPerfect version 5.1
WFAP	Work Force Adjustment Program